

# **MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL**

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<b>Policy Subject: Master Patient Index</b>	
<b>Policy Number: MRP 04</b>	<b>Standards/Statutes: ARM 37.27.130</b>
<b>Effective Date: 01/01/02</b>	<b>Page 1 of 2</b>

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PURPOSE: To provide a permanent record of all patients admitted to this facility.

POLICY: A database of all persona admitted to the treatment center is maintained by the use of a master patient index. Information record in the master patient index is used to provide information and as a reference tool for various authorized treatment cent staff and other agencies with proper release of information documentation.

PROCEDURE: Upon patient's admission, nursing staff initiates the master patient index cared by completion the following.

- I. The card contains patients name, address birth date, county, patient ID number, age and date of admission.
- II. The cared is then transferred to the Medical Record Department where it is put in the current in-house index to be used for distribution of mail, calls and visitors.
- III. A time of discharge the card is completed with the discharge date and number of days stayed.
- IV. The card is then filed in the permanent master patient index database for future use in collection so statistics; permanent record for person treated; index for record retrieval; repeat admissions, etc.

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Revisions: \_\_\_\_\_

MRP 04

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